

TIP # AT06

“Exporting the Daily Attendance Bulletin for Access by Teachers over the Network” (for Administrator’s Plus users)

Scenario: Teachers need to have access to school attendance data. Exporting the Daily Attendance Bulletin to a server on the LAN will provide easy access to this information.

1. Click on ATTENDANCE – ENTER DAILY
2. Choose PRINT BULLETIN
3. Click on EXPORT (F10)
4. Save the bulletin as a *.txt file to a server on your LAN
5. Give teachers READ ONLY rights to this file.
6. Give the Administrator’s Plus user who does attendance FULL RIGHTS to this file.
7. Make sure that you do this export at designated times each day including the end of the day.
8. Make a shortcut to this file on every teacher’s computer. Call the shortcut “Today’s Attendance”
9. Now teachers can open and even print the Daily Bulletin.
10. This file should be updated regularly during the day.

11. Another option is to create a folder on your server and give teachers READ RIGHTS to it.
12. Give the user doing attendance in Administrator’s Plus FULL RIGHTS to this folder.
13. Share the folder as “DailyAttendance”
14. EXPORT the Daily Bulletin into this folder.
15. Name the file as the date attendance was taken...ex. 10_5_2003.txt
16. Make sure that you do this export at designated times each day including the end of the day.
17. Make a shortcut to the FOLDER on each teacher’s desktop. Call the shortcut “Daily Attendance Bulletins”
18. Now, teachers can click on the shortcut, browse for and even print the attendance for ANY school day.